

TWEEN SCENE

Parent Manual 2011



Welcome parents, guardians and Tweens to our first year of Tween Scene brought to you by the City of Wylie Parks and Recreation Department! We are excited to offer action-packed field trip opportunities to kids age 11 – 13 in a supervised and safe atmosphere.

We encourage you to take advantage of **[Online Registration!](#)**

<http://www.wylietexas.gov > Departments > Parks & Rec>

click on

[Activity and Course Registration.](#)

Please review this Parent Manual for important **registration** and **program** information. If you have questions or need assistance at any time, please contact the [Wylie Recreation Center](#) **972-516-6360** or email recreation@wylietexas.gov.

For field trip venue information and more, please visit www.wylietexas.gov > Departments > Parks & Rec

Also, look for information about specialized camps offered at the new [Recreation Center](#), NOW OPEN!

Thank you!
Katy Burton
Recreation Programmer
katy.burton@wylietexas.gov



24/7 Parent Manual
Review the Tween Scene Parent Manual online anytime!

www.wylietexas.gov > Departments > Parks & Rec

Printed copies by request only,
recreation@wylietexas.gov

Philosophy

We foster trust, confidence, creativity, social skills, respect for self and others, a positive sense of community and constructive peer friendships. Above all, we emphasize learning through play.

What's Inside?

General Information

Dates and Times

Location

Eligibility

Registration

4

5

Withdrawals

Employees

Campership Scholarship

Late Pick Up Fees

Drop Off and Pick Up

6

7

Visitors

Daily Schedule

Tween Scene Themes

Guidelines and Health

Tween Code of Conduct

Discipline

8

9

Tween Age Group

Personal Items

Tween Cell Phones

Lost and Found

Communication

Field Trips

Food
Clothing
Sunscreen

10

11

Swimming

Pool Rules

Medication

Medical, Emergency, and Contact Information

First Aid

12

13

Communicable Disease

Tween Scene Emergency

Statement on Inclusion

Summary

Appendix

Medication Authorization

Tween Self Sign In / Sign Out Form

Behavior Report

Incident / Accident Report

Lice Notice

Late Pick Up

Approved Standards of Care (as available)



Tween Scene is brought to you by
the [City of Wylie](http://www.cityofwylie.org)
[Parks and Recreation Department](http://www.cityofwylie.org/ParksandRecreation).

Online

www.wylietexas.gov > Departments > Parks & Rec

Contacts

[Wylie Recreation Center](http://www.wylietexas.gov)

300 Country Club Road

Building 200

Monday - Friday, 5 am – 10 pm

Saturday, 8 am – 8 pm

Sunday, 12 pm – 8 pm

972-516-6360

recreation@wylietexas.gov

Tween Scene Employees - Direct

Once Tween Scene begins, you may contact
Employees directly during Tween Scene hours

214-534-2748

The information contained herein is
subject to update and change as needed
without notice. The published version
[online](http://www.wylietexas.gov) with latest revision date is current
and applicable.

About Tween Scene

We strive to provide fun field trip experiences that help bridge the transition between child and teen. Tween Scene provides activities that allow “twens” to socialize, stay busy and see something new while gaining confidence, learning to make positive decisions, and building friendships in a laid-back, yet supervised setting.



General Information

Dates and Times

Mon/Tue/Thu/Fri
9:00 am – 5:00 pm

Wed
Times vary, published weekly in Parent Newsletter and on Information Board

June 13 – August 5, 2011
*Week 4, CLOSED July 4.

Location

Meet daily at
Homebase
[Wylie Recreation Center](#),
see section **Contacts**.

Eligibility

Wylie Residents and Wylie ISD students
age 11 – 13

Registration

Registration is accepted on a first-come, first-serve basis.

Registration must be complete and balances must be paid in full to hold a participant's spot in any City of Wylie Recreation activity.

If the maximum number of registrants is reached a waitlist is available.



Early Bird Online Registration

(subject to convenience fees)
Monday, April 18 at 9 am
– Sunday, May 1, 2011
15% OFF Regular Tuition!

Regular Tuition Registration

Monday, May 2, 2011 at 9 am until filled

[Register](#) at least 3 days prior to the first meeting date each week (through Friday for the following week)
\$90 per week

After Friday.....
\$100 per week

Registration Fees will not be prorated.

Register Online

www.wylietexas.gov > [Departments > Parks & Rec](#) click on [Activity and Course Registration](#).

Online registration available at a rate of \$90 per week until Friday 11:59 pm for Tween Scene starting the following Monday. After that time, the registration fee is \$100 per week.

A **convenience fee** will be assessed by ActiveNet for all online transactions.

Credit Card accepted online.

Register In-Person

Register at [Wylie Recreation Center](#), see section **Contacts**.

In-person during business hours only – **drop off registrations will not be accepted.**

Cash, check and credit card accepted in-person.

Please make checks payable to the **City of Wylie**.

Withdrawals

Registration spots are limited. Contact us as soon as possible if your Tween is unable to attend a registered week so that someone from the waitlist may be given the opportunity to attend.

All withdrawals must be made via written letter or [email](#), addressed to Tween Scene Employees, see section **Contacts**.

Refund Policy

A registered participant may be withdrawn and receive a full credit or refund if request is received by Employees at least 24 hours prior to the first meeting time of the week. Withdraw requests made after that point forfeits any credit or refund.

Employees

All Tween Scene Employees are trained in CPR and First Aid. All Employees must pass a criminal background check and drug screen prior to working for the City of Wylie.

We maintain a ratio of **1 Employee to 15 Tweens**.

Employees may not accept gifts, babysit, or otherwise socialize with Tweens outside of Tween Scene.

Volunteers

Volunteers may be used at Employee discretion for field trips. All volunteers must be at least 18 years of age, pass a criminal background check and complete required paperwork at least 2 weeks prior to the scheduled trip, see section **Contacts**.

Campership Scholarship

One Day Scholarship Registration

April 16, 2011

Tickets available, 8:00 – 8:30 am

Drawing of tickets for positions, 8:30 am until filled

[Wylie Recreation Center](#), 300 Country Club Road Bld. 200

Limited financial assistance is available to qualifying Tweens by random drawing at the One Day registration. One ticket issued upon arrival per child. Must have proof of qualification for State or Federal assistance: Free or Reduced Lunch program, Food Stamps, Medicaid, WIC, foster care/ward of state or TANF per child to receive a ticket.

Scholarship applicants must provide at registration:

- Proof of Wylie residency with a City of Wylie utility bill or proof of enrollment in Wylie ISD
- Proof of qualification for State or Federal assistance: Free or Reduced Lunch program, Food Stamps, Medicaid, WIC, foster care/ward of state or TANF
- **Payment in full for each week of enrollment is required at registration. We do not hold spots for any registrant. Payment in full is required per child per each week registered at the time of registration.**

Campership Tuition

- \$10 per week Free Lunch Program participants
- \$15 per week Reduced Lunch Program participants
- Others determined by consultation with Employees, not to exceed \$25 per week.

Failure to attend at least 3 days of Tween Scene during a registered week may result in dismissal.

Late Pick Up Fees

Employees maintain the official clock to determine late charges.

Tween Scene ends Monday, Tuesday, Thursday and Friday at 5 pm. Wednesday times may vary. Please review Weekly Parent Newsletter and information board for details.

Tweens will never be left alone, however if a Tween is not picked up and does not have a valid **Tween Self Sign In / Sign Out** form on file, and the parent, legal guardian nor emergency contacts may be reached by phone, the Wylie Police Department may be contacted.

An additional fee of \$15 for every 15 minutes after Tween Scene ends will be assessed for late pick ups and must be paid at pick up.

If a Tween is picked up late more than four times, they will be dismissed from Tween Scene for the summer.

Drop Off and Pick Up

Tween Scene Employees are responsible for Tweens during the scheduled Tween Scene program hours, only.

A valid Recreation Membership Pass is required for every person inside the Wylie Recreation Center beyond the hours of any Activity they are registered for, such as Tween Scene.

Every person not actively participating in a registered City of Wylie Activity or Course, like Tween Scene must scan their Recreation Membership Pass when they enter the facility.

A parent or legal guardian must sign the Recreation Membership Pass Waiver of any minor age 17 and younger to complete the Pass transaction.

All Recreation Membership Pass Fees, Terms of Use and Recreation Rules and Guidelines apply. Review [Wylie Recreation Center Recreation Membership Pass Fees, Terms of Use](http://www.wylietexas.gov/Departments/Parks%20%26amp%20Rec/Wylie%20Recreation%20Center/Memberships) ([www.wylietexas.gov > Departments > Parks & Rec > Wylie Recreation Center > Memberships](http://www.wylietexas.gov/Departments/Parks%20%26amp%20Rec/Wylie%20Recreation%20Center/Memberships)) and [Recreation Rules and Guidelines](http://www.wylietexas.gov/Departments/Parks%20%26amp%20Rec/Wylie%20Recreation%20Center/Recreation%20Rules%20and%20Guidelines) ([www.wylietexas.gov > Departments > Parks & Rec > Wylie Recreation Center > Recreation Rules and Guidelines](http://www.wylietexas.gov/Departments/Parks%20%26amp%20Rec/Wylie%20Recreation%20Center/Recreation%20Rules%20and%20Guidelines)).

Start of Day

Tweens arriving at Wylie Recreation Center before scheduled Tween Scene start time must have a valid **Recreation Membership Pass** and valid **Tween Self Sign In / Sign Out** form on file to be in the facility.

Tweens that do not have a valid **Recreation Membership Pass** and valid **Tween Self Sign In / Sign Out** form on file must be signed in no earlier than the scheduled Tween Scene start time by an adult age 18 or older on the Tween's Family Account or a person indicated on the Authorized Pick Up list on the Tween's Family Account.

End of Day

Tweens staying at Wylie Recreation Center after scheduled Tween Scene end time must have a valid **Recreation Membership Pass** and valid **Tween Self Sign In / Sign Out** form on file to be in the facility.

Tweens that do not have a valid **Recreation Membership Pass** and valid **Tween Self Sign In / Sign Out** form on file must be signed out no later than the scheduled Tween Scene end time by an adult age 18 or older on the Tween's Family Account or a person indicated on the Authorized Pick Up list on the Tween's Family Account. Late Pick up Fees will apply if a Tween does not have a valid **Recreation Membership Pass**, valid **Tween Self Sign In / Sign Out** form and is not signed out properly by the scheduled Tween Scene end time.

Sign In / Sign Out and Authorized Pick Up

A Tween must have a valid **Tween Self Sign In / Sign Out** form on file to sign themselves into or release themselves from Tween Scene. These Tweens may only sign in or out with an Employee at designated times as indicated by the parent or guardian on the form. Otherwise, a Tween may only be signed in or released to people indicated as an **Authorized Pick Up** on the Family Account and any adult family member on the Family Account.

A valid driver's license number is required for anyone on the **Authorized Pick Up** list, including parents and legal guardians.

Changes or additions to the **Authorized Pick Up** list on a Tween's account must be made via change form.

At pick up, all persons authorized including parents and guardians must present their valid driver's license and sign the Tween out.

In the event of an **emergency**, a phone call to one of the [Recreation Programmers](#) or [Recreation Manager](#) followed by an [email](#) sent to recreation@wylietexas.gov is acceptable, and must include the authorized person's name, driver's license number, and contact information.

Visitors

Only persons indicated on the **Authorized Pick Up** list are permitted at the Tween Scene check in/check out area.

Visitors will not be allowed access to any Tween Scene areas.

See also section **Employees > Volunteers**.

Daily Schedule

Due to the “go, go, go” nature of the Tween Scene schedule and activities, Tweens should arrive no later than 9:00 am Monday, Tuesday, Thursday and Friday.

Wednesday trip and activity schedules vary. Please refer to the Weekly Parent Newsletter and information board for details.

We expect to be out and about until at least 4:00 or 4:30 pm, daily. Schedules may change with little notice.

Monday/Friday

9 am **Tween Scene OPEN**
Sign In/Trip Prep/Activities
First Leg - Local/Metro Mini Trip

12 pm **Lunch/Supervised Break**
Second Leg - Local/Metro Mini Trip

4 – 4:30 pm **Homebase/Debrief/Activities**

5 pm **Tween Scene CLOSED**

Tuesday/Thursday

9 am **Tween Scene OPEN**
Sign In/Trip Prep/Activities
First Leg - Swim

12 pm **Lunch/Supervised Break**
Second Leg - Swim

4 – 4:30 pm **Homebase/Debrief/Activities**

5 pm **Tween Scene CLOSED**

Wednesday

? am **Tween Scene OPEN (varies based on trip, but no later than 9 am)**
Sign In/Trip Prep/Activities
First Leg - Local/Metro **MoNsTeR** Trip

12 pm **Lunch/Supervised Break**
Second Leg - Local/Metro **MoNsTeR** Trip

4 – 4:30 pm **Homebase/Debrief/Activities**

? pm **Tween Scene CLOSED (varies based on trip, but at least 5 pm)**

Tween Scene Themes

| | | |
|--------|------------------|-----------------------|
| Week 1 | June 13 – 17 | Survivor |
| Week 2 | June 20 – 24 | Going Green |
| Week 3 | June 27 – July 1 | Urban Adventures |
| Week 4 | July 5 – July 8 | Artful Antics |
| Week 5 | July 11 – 15 | Amazing Race |
| Week 6 | July 18 – 22 | Wild about Animals |
| Week 7 | July 25 – 29 | National Tween League |
| Week 8 | August 1 – 5 | Outside the Box |

Guidelines and Health

Tween Code of Conduct

I CHOOSE to respect all counselors, other Tweens, Employees and myself.

I CHOOSE to use kind words and tone of voice, not harsh words, inappropriate language or gestures ... even when I am frustrated or upset.

I CHOOSE to be kind to everyone not to tease, fight or mistreat anyone.

I CHOOSE to respect other people's property, including facilities, grounds and equipment.

I CHOOSE to keep all areas of the building, the bus and field trips neat by cleaning up after myself at all times.

I CHOOSE to follow all directions and instructions given by my counselors in a respectful manner.

I CHOOSE to abide by the "buddy system" rule and be with at least one other Tween whenever I leave the group. I will let a counselor know where I am at all times.

I CHOOSE to keep my hands to myself and respect the personal space of others.

I CHOOSE to have FUN while I am at Tween Scene!

Arriving early?
Staying late?
Recreation Membership Pass
required.
See section General Information >
Drop Off and Pick Up

Discipline

We strive to maintain a fun and laid back atmosphere. At the same time, each Tween's safety is our most important responsibility. In order to maintain a safe and positive atmosphere, Tween Scene Employees are trained to handle discipline in the following manner.

For all minor incidents Tween Scene Employees will use, in order:

- Redirection
- Verbal Warning and reference to Tween Code of Conduct
- Consequences (which may include loss of activity time.)

Tween Scene Employees may document incidents on a Behavior Report, requiring the signature of the Tween's parent or guardian. If a Behavior Report is completed, Tween Scene Employees will notify the Tween's parent or guardian via phone.

If the undesirable behavior continues, a Tween Scene Employee may speak with the parent or guardian and Tween together in an effort to find a solution to the problem.

If the number of instances or severity of the behavior warrants, the parent or guardian will be asked to remove the child from Tween Scene. The only refund in this situation will be the registration fees for future registered weeks.

Tween Age Group

Tweens must stay with their group at all times.

Tweens may view "PG" rated movies.

Personal Items

Please write each Tween's name on everything, including sunscreen, lunch bags and backpacks.

Leave all valuable and personal belongings (including jewelry) at home.

No electronics (phones, games, mp3 players, etc.) or toys should be brought to Tween Scene. They may be lost or damaged. A counselor will keep any non-essential items brought to Tween Scene until a parent or guardian claims them.

The City of Wylie is not responsible for personal items on or off site.

Tween Cell Phones

Tween Scene is an "unplugged" and "cell phone free zone."

Whenever necessary, counselors will assist Tweens in making contact with parents.

Tweens may not use, display or have in operational mode a paging device, cell phone or telecommunications during Tween Scene hours. A counselor will keep Tween cell phones until the end of the day.

The City of Wylie is not responsible for personal items on or off site.

Lost and Found

Items left at Tween Scene will be placed in Lost and Found. All items unclaimed as of the last day of Tween Scene will be removed, donated or disposed of.



Communication

Tween Scene is most successful if parents and guardians and Tween Scene Employees communicate and cooperate with each other. Parents and guardians are encouraged to discuss situations with Tween Scene supervisors at any time.

A weekly newsletter will be available at the Tween Scene Homebase and via email. Parents and guardians are expected to read and respond if necessary.

Tween Scene Employees will also maintain an information board with general announcements at the Tween Scene Homebase.

Field Trips

Tweens must travel with their assigned group on the scheduled field trip.

Tweens must wear a Tween Scene t-shirt on Monday, Wednesday and Friday field trip days (normal street clothing on swim days with swimsuit underneath. See section **Guidelines and Health > Clothing.**)

Tweens will stay with an assigned buddy at all times.

We will depart promptly for all field trips.

We will not stop at souvenir shops.

See also section **Employees > Volunteers.**

Food

Parents or guardians are required to send a sack lunch and drink with each Tween each day. If a Tween arrives without food, the parent or guardian will be contacted and expected to bring a lunch for the Tween.

Tweens cannot share food.

Please keep current, all food allergies and **Medical Information** on your Tween's Family Account.

Please provide a morning snack for your Tween. An afternoon snack will be provided by the Tween Scene Employees each day.

Refrigeration and microwaves are not available.

Tweens must leave a bottle of sunscreen at Tween Scene for the whole week.

Clothing

Tweens must be dressed and groomed in a manner that is clean, neat and that shall not be disruptive or a safety hazard to themselves or others.

Tweens **MUST** wear tie-on or velcro shoes. Athletic shoes or sneakers are preferred.

OPEN TOED SHOES, FLIP-FLOPS, SANDALS, MULES, WHEELIES, CROC-TYPE SHOES AND BARE FEET ARE NOT ALLOWED.

Tweens must wear modest clothing that is appropriate for playing outside games. For safety reasons, the parent or guardian will be contacted to bring appropriate attire if needed.

Clothing that depicts violence or is lewd, offensive, vulgar or obscene in nature is prohibited. Clothing that advertises or depicts tobacco products, alcoholic beverages or drugs is prohibited. Undergarments must not be visible.

On swim days, we encourage Tweens to arrive at Tween Scene with a modest and tasteful swimsuit worn under their clothes to expedite changing and swim preparation time. Shirt, shorts/pants and shoes are still required.

Tweens will be given the opportunity to change clothes. If you choose to send a suit, please pack a modest and tasteful swimsuit.

The parent or guardian will be called to bring appropriate swim attire if the Tween arrives without it.

Sunscreen

Because of frequent swimming and outdoor activities, a bottle of **lotion based water-proof sunscreen** must be left with Tween Scene Employees for the entire week of Tween Scene. Parents and guardians are responsible for providing and refilling sunscreen.

Spray oil sunscreen will not be accepted as it does not provide adequate protection, does not last as long and overspray causes the floor to become slick and unsafe.

Tweens may NOT share sunscreen.

Please apply sunscreen to each Tween before arriving each day. Tweens will apply sunscreen at scheduled intervals throughout the day and as necessary. Refusal to wear sunscreen may result in disciplinary action.

You may also choose to send a white t-shirt with your Tween on swim days for cover-up.

Swimming

Swim days and locations vary. Please review the Parent Newsletter and information board for updates.

Each Tween must have the following on swim days:

Required Gear

- Towel
- Sunscreen (will be left with counselors for the week)
- Bathing Suit
- Street clothes and shoes

Recommended Gear

- White t-shirt for cover-up
- Goggles
- Sunglasses
- Swim Shoes

CLOSE TOED SHOES must be worn to Tween Scene every day including swim days, see section **Clothing**.

Tweens are expected to go to the pool with their group regardless of whether or not they choose to swim.

All Tweens must successfully complete a Swim Test before they will be allowed access to deep water.

Pool Rules

The following pool rules are supplemental to Tween Scene rules. Additional rules may apply and vary by individual pool location.

- Swimmers must be attired in an appropriate modest bathing suit or trunks.
- All food and drink are restricted to designated areas.
- Chewing gum is prohibited.
- Glass containers are not permitted on the premises.
- No masks, fins, or snorkels are allowed.
- Radios, CD and tape players are prohibited.
- Hard balls or Frisbees are not permitted in the pool or on the deck area.
- Persons with open sores, wounds, or contagious diseases are not allowed to enter the pool area.
- Cut-off shorts are not allowed.
- Only white T-shirts are allowed.
- Only US Coast Guard approved lifejackets and floatation devices provided by the pool (if provided) are allowed.
- Running, pushing, riding on another's shoulders, throwing others across the water, diving from another person's shoulders or hands and rough play is not allowed.
- Abusive or profane language is prohibited.
- Designated entrances and exits to get in or out of the pool must be used.
- Playground areas may be limited by the Tween's height.
- Tweens must successfully complete a swim test to use deep water areas, including diving boards.
- Diving is allowed only in designated areas.
- Spectators cannot sit on the side of the pool in diving areas when in use.
- Where available, diving boards are for diving only. No cartwheels, non-standard dives, back dives, sit dives, etc.
- Splashing or talking to guards is not allowed.
- Sitting, standing or hanging onto deck ropes, safety lines, lane ropes, or lifeguard stands is not permitted.
- Do not play on pool ladders.
- Stay in public areas only. Access to mechanical areas, offices, and storage areas is prohibited.

Medication

A supply of medication, not to exceed **one week** may be stored at Tween Scene and administered by Tween Scene Employees. **Medication Authorization** must be current on your Tween's account. Notify a Tween Scene Employee immediately of any changes in medication.

All medications (prescription and nonprescription) must be checked in with Tween Scene Employees upon arrival.

Medications requiring refrigeration cannot be accepted.

The parent or legal guardian must agree to allow Tween Scene Employees to dispense medications.

ALL medications (prescription and nonprescription) **MUST** be in the original container.

Prescription medication containers must be labeled with the Tween's name, a date, directions, physician's name and the correct dosage.

Nonprescription medication containers must provide the Tween's name, an expiration date, and the correct dosage. Tween Scene Employees will administer nonprescription medication only as stated on the label.

Tween Scene Employees will ONLY follow the directions on the container.

Tween Scene Employees will not administer expired medications.

Different types of medication may not be in the same container.

Only medication to be taken while the Tween is participating at Tween Scene will be accepted.

Medication (prescription and nonprescription) will not be distributed without parent or legal guardian permission.

All medications and equipment must be picked up by the parent or guardian no later than 5:00 pm each Friday.

Medications not picked up will be disposed of.

Medication (prescription and nonprescription) will only be administered by Tween Scene Employees if the established procedures are followed.

Medical, Emergency and Contact Information

Please keep all medical, emergency and contact information current by notifying Tween Scene Employees immediately of any changes.

First Aid

All Tween Scene Employees are trained in CPR, First Aid and emergency procedures.

A first aid kit is available at all times.

Tween Scene Employees will administer first aid for any minor injuries (minor cuts, abrasions, etc.)

If the seriousness of the incident warrants, 911 will be called. The parent or guardian will be notified by Tween Scene Employees.



Communicable Disease

DO NOT send an ill child to Tween Scene. If a Tween becomes ill while at Tween Scene, the parent or guardian will be notified, and must pick up the Tween immediately.

If Tween Scene Employees have reason to believe that a Tween may have a communicable disease such as flu-like conditions, pink eye, or any other contagious disease the parent or guardian will be contacted. The child must be picked up immediately and a doctor's note will be required before the child may return to Tween Scene.

Statement On Inclusion

The City of Wylie encourages people of all abilities to participate in recreation activities together, and to [register](#) for activities that are of interest to them. We strive to promote activities that will provide a positive, independent recreation experience for everyone. Accommodations are provided based on the individual needs and abilities of each participant that has a disability. If your child has a disability and requires any special accommodations, please contact Recreation Manager, Carmen Powlen, 972-516-6360 or Parks and Recreation Superintendent, Robert Diaz, 972-516-6340 prior to registration.

Summary

Eligibility with proof - Wylie Residents and Wylie ISD students **age 11 – 13**

Tweens must be signed in and out each day by a person listed on the Tween's **Authorized Pick Up** list or have a valid Tween **Self Sign In / Sign Out** form on file.

Tween Scene hours are 9:00 am to 5:00 pm, Monday, Tuesday, Thursday and Friday. Wednesday times may vary. Tweens arriving at Wylie Recreation Center prior to Tween Scene scheduled start time or staying after Tween Scene scheduled end time must have a valid Recreation Membership Pass and valid **Tween Self Sign In / Sign Out** form on file. See also section **General Information > Drop Off and Pick Up**.

Frequently check the information board for updates.

A **Medication Authorization** form must be signed weekly in order for Tween Scene Employees to dispense medication to a Tween.

Athletic shoes must be worn to Tween Scene each day, including swim days.

Remember to pack each Tween's lunch and a morning snack.

Tweens must be appropriately dressed.

Tween Scene Emergency

Please make sure ALL emergency phone numbers are current. Tween Scene Employees must be able to contact a parent or guardian at ALL times. Paramedics will be called if a Tween requires medical attention and Tween Scene Employees are unable to reach a parent, guardian or an emergency contact.

Tweens will not be allowed to attend Tween Scene if they have a communicable disease. A doctor's note is required to return to Tween Scene.

Leave all valuable and personal belongings at home.

Tweens must leave a bottle of sunscreen at Tween Scene for the whole week. Tweens may not share sunscreen.

Clearly label all belongings such as lunch, clothing, towels, etc.

Communication is KEY – notify Tween Scene Employees immediately of changes in medical, emergency or pick-up information. Don't hesitate to speak with Tween Scene supervisors about any problems or questions you may have.

Tween Scene is "unplugged" and a "cell phone free zone."

Failure to abide by guidelines outlined within this document may result in dismissal from Tween Scene.



Wylie Parks and Recreation Department

Tween Scene 2011 Medication Authorization



Date Form Completed: _____

Indicate length of time to dispense medication below:

For the week of: _____

For the dates of: _____

When my child displays these behaviors: _____

Child's Name: _____ Child's Age: _____

Leader's Name: _____

Parent's Name: _____

Day/emergency # _____

Medicine Information

Name of Medication: _____

Physician's Name/Phone: _____

Reason for medication: _____

Dosage Prescribed: _____

Time to be administered: _____

Special Instructions: _____

Potential side effects/Warnings associated with medication: _____

Parent/Guardian Signature _____

Date _____

Office Use only

Administering information:

Date/Time medicine administered:

am/pm (circle)

Comments/Leader's initials

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm

am/pm



Wylie Parks and Recreation Department

Tween Scene 2011**Tween Self Sign In / Sign Out Form**

Tween's Name: _____

Parent/Guardian's Name: _____

Home Address: _____

Week _____

| Date | Time In | Time Out |
|------|---------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

I _____ allow my child _____ to sign in / out at Tween Scene ONLY at the dates and times listed above and release the City of Wylie of responsibility when my child has signed herself/himself in/out of Tween Scene at these days and times.

Parent/Guardian Signature: _____ Date: _____



Wylie Parks and Recreation Department

Tween Scene 2011 Behavior Report



Date: _____ Child's Name: _____ Age: _____

Location of Incident: _____

Description of Incident:

EXAMPLE

Comments and Action taken:

Print/Sign

Leader

Site Supervisor/Recreation Programmer

Parent or Legal Guardian

Email scanned copy of signed Behavior Report to Parent/Guardian? **Yes / No**

Email address: _____



Wylie Parks and Recreation Department

Tween Scene 2011**Incident / Accident Report**

Date: _____ Time: _____ Location: _____

Person Involved: _____ Age: _____

Address: _____ City: _____ Zip code: _____

Home phone: _____ Work phone: _____

How did incident occur:*

Disposition (called parent, ambulance, etc.)

Name of Employee who assisted: _____

Witnesses/Employee on site:

Name: _____ Address: _____ Ph# _____

Name: _____ Address: _____ Ph# _____

Name: _____ Address: _____ Ph# _____

Person reporting incident: _____

Program Site Supervisor: _____

Recreation Programmer: _____

*If necessary give more details on reverse side.



Wylie Parks and Recreation Department

Tween Scene 2011**Lice Notice**

Please check your child(ren)'s head and hair for lice. If you find evidence of a lice infestation, please contact the Program Site Supervisor and your child's closest friends' parents.

Head lice cannot jump or fly but are spread from one person to another by personal contact; through sharing of brushes, combs, hats, scarves & coats, or through co-mingling of these items. Head lice are no larger than the head of a pin and look somewhat like a tiny ant. They are usually found on the hairs of the head, behind the ears and back of the neck. Head lice lay oval white eggs (nits), not to be confused with dandruff which is flaky, or droplets of hair spray, and are attached to the strands of hair. Nits cannot be washed or brushed out of the hair. Regular shampoo will not kill lice. A special medicated shampoo prescribed by your physician or obtained from a pharmacy is needed to kill lice.

Individual Treatment

It is necessary to treat the infested child and all of his/her personal articles. The US Public Health Service does not recommend fumigating or using insecticides in the home.

1. Follow all label directions of the medicated shampoo.
2. Have your child put on clean clothing after being treated.
3. Repeat the treatment in 7-10 days to kill any newly hatched nits.
4. Check all members of the family.

Your child may return to the program as soon as treatment of the medicated shampoo has been applied. Parents must sign the First Treatment Form and return it to the Program Site Supervisor before the child returns to the program. Between 7 to 10 days after the initial treatment, you will need to retreat your child. The Second Treatment Form must be signed and returned to the Program Site Supervisor. Ten days after the second treatment, the Program Site Supervisor or a Program Leader will reinspect your child's head to determine that a new infestation has not occurred.

For questions call the Program Site Supervisor or Recreation Programmer.

First Treatment

To Site Supervisor

On _____ my child _____ received the second treatment
(date) (child's name)
for lice. The medicated shampoo was _____,
(name of medication)

Parent Signature

Second Treatment

To Site Supervisor

On _____ my child _____ received the first treatment
(date) (child's name)
for lice. The medicated shampoo was _____,
(name of medication)

Parent Signature



Wylie Parks and Recreation Department

Tween Scene 2011**Late Pick Up**

Child 's Name _____

Parent's Name _____

Home Address _____



| Parent/Guardian Signature | Date /Arrival Time | Reason | *Amt Paid | Employee Initials |
|---------------------------|--------------------|--------|-----------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

If a Tween is picked up late more than four times, they will be removed from the program.

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|---|--|--|--|--|
| 5 | | | | |
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An additional fee of \$15 for every 15 minutes after Tween Scene ends will be assessed for late pick ups and must be paid at pick up. See Parent Manual section **General Information > Late Pick Up Fees and Drop Off and Pick Up.**